

DEPARTMENT OF THE ARMY
UNITED STATES ARMY DENTAL ACTIVITY
Fort Huachuca, Arizona 85613-7040

DENTAC Pamphlet
No. 40-3

25 September 1998

Medical Services
DENTAL READINESS PROGRAM

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1. HISTORY. This is a revision of an existing publication.
2. PURPOSE. This memorandum establishes policy and outlines responsibilities and procedures for this headquarters.
3. SCOPE. This memorandum is applicable to all activities under the operational control of the U.S. Army Dental Activity (USADENTAC), Fort Huachuca, Arizona.
4. REFERENCES.
 - a. AR 40-35, Dental Readiness.
 - b. AR 600-8-101, Personnel Processing.
5. RESPONSIBILITIES. Commander, USADENTAC, is responsible for:
 - a. Establishing a command Dental Readiness Program that will assist supported commanders in meeting their dental readiness responsibilities.
 - b. Appointment an officer to serve as a Dental Fitness Officer for all activities assigned to Fort Huachuca.
6. PROCEDURES.
 - a. Oral Health Fitness Program is a responsibility shared by commanders, the dental care system, and the soldier. The primary focus of this program is to ensure that soldiers do

not become “non-combat dental casualties.” Within this program, the personnel accountability, notification and patient availability rests with installation personnel support activities and unit dental care system has responsibilities for fitness classification, a yearly 100 percent audit of records to ensure accuracy of classification, and dental treatment of soldiers to achieve a satisfactory dental fitness level. The responsibility for commanders. The OHFP will include in-processing of soldiers, Dental Liaison Program, appointment of soldiers’ annual exam, a yearly 100 percent audit of records, and Soldier Readiness Processing (SRP).

(1) In-Processing of Soldiers. This begins with a review of soldiers’ dental records on arrival to Fort Huachuca. Upon in-processing at Whitside Hall One-Stop In-Processing Center, a dental representative will take possession of the record and review the SF 603/603A to determine the last entry. If the record indicates a dental fitness class of 3, those soldiers will be referred to the dental clinic immediately. A memorandum, titled “Dental Readiness” will be provided to the soldier indicating their dental readiness status and referral to the clinic with instructions that dental treatment is required prior to further processing through the finance section. A briefing is also conducted informing soldiers on sick call hours and access to care for family members, i.e. TRICARE Family Dental Plan.

(2) The Dental Liaison Program is managed and coordinated by the primary care team NCO, who will train a representative from every company-sized activity on Fort Huachuca. The Unit Dental Liaison (UDL) will be the principal point of contact between the unit and the DENTAC concerning updating unit rosters, accountability of dental records, and coordination of scheduling appointments.

(a) The UDL is assisted in this program by utilizing a Dental Readiness Roster printed monthly. These rosters separated by unit provide the dental class and panograph x-ray status.

(b) The duties of the UDL begin with a scheduled date to review their records at Runion Dental Clinic from the UADENTAC UDL NCO.

1 The UDLs bring an updated unit roster to compare with the SIDPERS Dental Readiness Roster and activity dental records to identify departed or reassigned soldiers.

2 Handouts are provided to UDLs to outline their responsibilities and guidance to retrieve/review dental records.

3 After review of activity records, identify dental class 3 and 4 soldiers. Class 3 and 4 soldiers will be given priority for dental appointments. They should be appointed immediately.

4 Coordinate day and time for annual exam appointments, i.e. conflicts with extended leave or TDY.

5 Soldiers without panograph x-rays in the dental record will be identified and informed to report for an x-ray the next duty day.

6 Provide unit commanders a monthly dental readiness status.

7 UDLs will be provided a failed appointment list identifying soldiers who fail exams, operative and preventive treatment for command emphasis to prevent further missed appointments.

8 The DENTAC commander will be provided a Post Readiness Roster monthly outlining unit strength, failed appointments, dental class, and UDL name by activity.

b. Soldier Readiness Processing (SRP).

(1) It is the responsibility of unit commanders and the dental activity for soldiers to meet the following requirements for overseas service, IAW AR 600-8-101:

(a) All soldiers are required to have a complete dental health record. No soldier will clear Fort Huachuca without a panograph x-ray in the dental record.

(b) Soldiers in dental classification 3 or 4 who are receiving treatment for dental pain, trauma, oral infection, or follow-up care will not deploy until treatment is completed.

(c) Soldiers not meeting the above SRP dental requirement will not deploy unless authorized by the first general officer in the chain of command per AR 600-8-101, paras 5-4 and 5-2.

(2) A soldier readiness processing team (SRPT) from the installation and community staff agencies accomplishes the “unit and individual annual” and “30 days prior to actual deployment” soldier readiness checks under the general leadership of the G1/AG (Chief, Military Personnel Division (MILPO)). It will be the responsibility of Chief, MILPO to contact the commander, USADENTAC, to initiate a SRP exercise when an activity of more than 25 soldiers are planning to deploy. The following procedures will be initiated upon notification from MILPO:

(a) Prior to the SRP, request a roster of the deploying soldiers that includes rank, complete name and SSN.

(b) USADENTAC will review each record to identify deployable personnel who require a full examination or dental treatment. Personnel reviewing the records must ensure proper attention is paid to records in the following categories:

1 Personnel who will enter a class 4 status within 3 months.

2 Personnel identified as needing oral surgery.

3 Personnel undergoing orthodontic treatment.

4 Personnel identified as being in a class 3 status.

5 Personnel with incomplete dental records.

(3) If required, routine patient care will be rescheduled to make resources available to treat personnel to a deployable status.

(4) When less than 25 soldiers are slated for deployment, MILPO may request assistance from the clinic NCOIC without calling an official SRP exercise.

(5) In the event of a weekend deployment, MILPO will contact the Dental Officer on Duty, who will then notify the commander. The commander will determine if the unit will be recalled.

The proponent agency of this publication is the Office of the Commander. Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, U.S. Army Dental Activity, ATTN: DSBJ-CDR, Fort Huachuca, Arizona 85613-7040.

//Original Signed By//

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DEPARTMENT OF ARMY
HEADQUARTERS, U.S. ARMY DENTAL ACTIVITY
Fort Huachuca, Arizona 85613-7040

DSBJ-RDC (40)

INFORMATION SHEET FOR UNIT DENTAL LIAISONS

SUBJECT: Explanation of Color Tape Coding

1. The "R" blocks on the record indicate the status of the panographic x-ray. They are used to indicate whether they have a duplicate identification panographic x-ray on file in the Central Panograph Storage Facility (CPSF). When the first duplicate x-ray is made for submission to the CPSF, the "R" blocks will be coded with red tape. When confirmation of enrollment in the CPSF is received, the tape code on the "R" blocks will be green tape. Classification for panographic status is as follows:

Red--Class 1 (Pano has been duplicated only)

Green--Class 2 (CPSF enrollment confirmed)

No tape--Class 0 (No x-ray, soldier needs to report to the dental clinic.)

2. The following is an explanation of the color coding for dental fitness classification. The appropriate tape code is placed in the space to the left of the "0" block on the upper edge of the record jacket and above the "0" block on the right edge.

3. The following are explanations for dental fitness classifications:

a. Class 1 (blue tape)--soldiers who require no dental treatment. (Soldiers in a class 1 are deployable.)

b. Class 2 (white tape)--soldiers who are in current dental treatment and whose existing dental condition are unlikely to result in a dental emergency within 12 months. (Soldiers in a class 2 are deployable.)

c. Class 3 (red tape)--soldiers who require dental treatment to correct a dental condition that is likely to cause a dental emergency within 12 months. (Soldiers in a class 3 are NON-deployable.)

d. Class 4 (green tape)--soldiers who require a dental examination and whose fitness status is unknown. Active duty soldiers who miss an annual examination are automatically placed in fitness class 4. (Soldiers in a class 4 are NON-deployable.)

4. POC is the NCOIC, 3-3147/2057.

EXPLANATION OF COLOR TAPE CODING

1. Under the Terminal Digit Filing System (TDFS), the sponsor's SSN is divided into three groups. Records are filed by the last two groups--these are the last four digits of the SSN. The last two digits of the SSN are known as the primary group, the next-to-last two digits are the secondary group. For example, in SSN 790-22-3753, 53 is the primary group.
2. In all files, records will be arranged first by their primary group numbers, ranging from 00 to 99. Within each primary group, the records will be arranged by their secondary group numbers, also ranging from 00 to 99. Within the secondary group, records will be ordered numerically by the first five digits of the SSN. For example, if records 390-22-3734 is needed, look first for the primary group "34" files. Within this group look for the secondary group "37" files. Within this group, look for the folder numbered 39022. Thus, when filing records, read the SSN backwards rather than the normal way. Read the last two digits first (in the example above--34), then the next two digits (37), then the remaining digits (39022).

3. Quick Reference of Color Coding.

a. Record Jacket:

COLOR	PRIMARY GROUP
Orange	00-09
Green	10-19
Yellow	20-29
Gray	30-39
Tan	40-49
Blue	50-59
White	60-69
Brown	70-79
Pink	80-89
Red	90-99

b. Dental Classification:

Blue	Class 1
White	Class 2
Red	Class 3
Green	Class 4

c. CPSF Enrollment:

Red	Class 1
Green	Class 2
No Tape	Class 0